

Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Individuals' contracts are being renewed for positions of PC LAN I & II. They are currently assigned to the Information Services office of IT, and are responsible for providing technical support on all hardware and software owned by the City of El Paso. Contract employees, contracts must be approved by City Council before she can assume her duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

<u>Kevin Covington:</u>	<u>\$1510.43</u>	<u>PC LAN II</u>
<u>Cynthia Loya</u>	<u>\$1559.42</u>	<u>PC LAN I</u>
<u>James Mundwiler</u>	<u>\$1445.53</u>	<u>PC LAN I</u>
<u>Maria Rosales</u>	<u>\$1526.23</u>	<u>PC LAN I</u>
<u>Aaron Frampton</u>	<u>\$1546.62</u>	<u>PC LAN II</u>

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have these resources in place due in order to provide continued technical support to all hardware and software applications within the City of El Paso.

25 JUL 14 10:12 AM
INFORMATION SERVICES

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **AARON FRAMPTON**, to assist the Information Technology Department as a PC/LAN Specialist II at a biweekly rate of \$1,546.62 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

APPROVED this 7th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **AARON FRAMPTON**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a PC/LAN Specialist II; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Five Hundred Forty-Six and 62/100 Dollars (\$1,546.62). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Aaron Frampton

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 7th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Aaron Frampton
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Tony Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PC/LAN SPECIALIST II

(EL PASO CONTRACT POSITION)

Summary

Under general supervision, provide complex, specialized technical support for personal computers and local area networks.

Typical Duties

Provide complex technical support to clients in support of their daily business functions. Involves: Set up clients with e-mail and creating shares to make resources available on the network. Verify network data access requests before providing access to network resources. Ensure system is secure from unauthorized computer access. Meet with clients to evaluate and identify user needs, and conduct client training on newly installed hardware and software systems.

Assisting in support of client local area networks. Involves: Provide network support, install and configure new software on personal computers, and monitor network error logs. Configure network operating system for efficient performance. Troubleshoot and correct system problems. Identify source of hardware or software problems and take appropriate corrective action. Document all trouble reports in help desk software or in site binders.

Research and evaluate new software packages or new hardware platforms and provide advanced technical support to other staff. Involves: Develop scripts or implement utilities to automate or assist in automating tasks. Run tests and debug to ensure system runs correctly. Participate as a team member on projects. Act as project lead on small-to medium personal computer related projects, as assigned.

Provide professional staff assistance to department management by coordinating day-to-day internal operations, if assigned. Involves: Prepare schedules for multiple concurrent projects. Arrange for timely availability of resources. Balance functional activities of participating units. Expedite work flow to meet completion commitments. Facilitate resolution of conflicting priorities. Act as project team leader or substitute unit supervisor as authorized. Engage in database, web site or other end user applications programming and analysis as qualified.

Perform related duties as assigned. Involves: Work with various other technology departments at various local, state and federal agencies to ensure efficient computer use between systems. Substitute, if assigned, for immediate supervisor, subordinates or coworkers.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and two (2) years of wide area and local area network hardware and software support experience.

Licenses and Certificates: Must be certified by Computing Technology Industry Association (which includes passing the core module and specialty module for the City's existing computer platform) at time of application and maintain certification throughout employment, or possess comparable certification deemed appropriate by the requesting department. Some positions may require a valid Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Aaron Frampton

Experience

2002–Present

City of El Paso

El Paso, TX

PC/LAN Specialist II

- Recently appointed as the Assistant PC Support Manager.
- Currently providing user support services to all City departments by region on a rotational basis.
- Provide on-call services for after hour emergency issues involving the network or computer systems.
- Perform duties on the Help Desk as required.
- Assist in the decision-making process for network related concerns.
- Make recommendations for upgrades and improvements to the City network.
- Assist network administrators and PC techs with various hardware and software issues.
- Provide network support services for various applications including RMS, FMIS, Peoplesoft, Kronos, and Tidemark, in addition to all other standard and non-standard computer applications owned by the City.
- Perform all of the duties of a PC/LAN Specialist I, in addition to current responsibilities.

Past projects and duties include:

1. Installation of new PCs, computer desks, switches, and network cabling in the Emergency Operations Center.
2. Installation of Tidemark for the Fire Department for use in issuing and maintain fire permits for the City.
3. Setup training room in the 5th floor conference room for various software-based instructional purposes.
4. Continued to be the primary PC support contact for the Fire Department from 2002 to 2003.
5. Continued to provide network administrative services for the Fire Department from 2002 to 2003.

1999–2002

City of El Paso

El Paso, TX

PC/LAN Specialist I

- Primary contact for the Fire Department, Airport, and Foreign Trade Zone.
- Maintained user accounts and security for FIRE and AIRPORT domains.
- Troubleshoot problems with computer equipment throughout the City.
- Installed, repaired, removed, and otherwise maintained client PCs and software.
- Installed and configured network devices including switches and routers.

- Setup print servers and network printers.
- Provided assistance to Network Administrators and fellow computer technicians.
- Managed tape backup system for the Fire Department and restored files as required.
- Provided assistance to network clients in the use of application features, ranging from simple to complex tasks.
- Built databases upon request so as to reduce or simplify users' duties.
- Researched and recommended new hardware and software for consideration in current or future projects.

Past projects as a PC LAN Specialist I include, but are not limited to:

1. Networked the Airport warehouse, shop, field maintenance, and ARFF station to the Airport's network using wireless RF antennae.
2. Connected thirty-one remote Fire Department sites to the network via ISDN LAN modems and CSU/DSUs.
3. Installed and configured network 3COM switches and router for the Airport.
4. Assisted in the installation and configuring of the RAS1500s located at 8600 Montana, for networking of remote Fire Dept. sites.
5. Assisted the Network Administrator with the migration of the files and e-mailboxes from the Airport's previous server to the current server.
6. Provided the necessary research to purchase software for use in downloading the data from Automated External Defibrillators for the Fire Medical Services, to Texas Tech.
7. Migrated well over 120 Fire Department computers to Windows 2000 and Office 2000 in just under a month.
8. Provided the fire stations with FAX/Printers for greater cost savings to the department.
9. Assisted the Fire Investigators with finding a low cost, simple storage solution to electronic evidence archival.
10. Documented network settings, and inventoried computer equipment within the Fire Department.
11. Configured and installed the original computers for use in the Emergency Operations Center at City Hall.
12. Installed the e-mail servers for the Fire Department and Police Department, to include migrating the mailboxes from the old servers to the new servers.

1998-1999

City of El Paso

El Paso, TX

Departmental Computer Specialist

- Provided user support services to network clients.
- Performed administrative and maintenance functions for the City's network.
- Required to troubleshoot various network, software, and other computer related failures.
- Responsible for maintaining and repairing network client computers and other related equipment.
- Required to set up and install Windows NT servers at various sites within the City's domain.
- Decreased the turn-around time for software installs on both existing and new computer systems utilizing disk-cloning software.
- Responsible for installing new computer equipment for City employees at existing or newly added network domains within the city and county of El Paso.
- Responsible for occasional updates to the City's web site.
- Updated numerous PCs throughout the City for Y2K compliance.

Past projects as a Departmental Computer Specialist include, but are not limited to:

1. Installation of over forty computers for the Richard Burges Library in less than a three-day period prior to its opening date.
2. Installation of print servers for the Fire Department, Municipal Services Center, Art Museum, and the Airport.
3. Creation of the Civic Center's first peer-to-peer network from the ground up, including the installation of 10base2 cabling.

Education

1994-1997

El Paso Community College

El Paso, TX

- Associate of Applied Science degree in Computer Applications.
- Minored in Computer Programming.
- Graduated with a 4.0 GPA.
- Member of both the President's and Dean's List.

1988-1992

Canutillo High School

El Paso, TX

- Graduated with Advanced Honors
- Fourth in my class of 127 students.
- Member of the National Honor Society and track team.